

## EMPLOYER LETTER OR EMAIL TO AN EMPLOYEE ABOUT THE AVAILABILITY OF UNEMPLOYMENT COMPENSATION

Unemployment Insurance (UI) benefits are available to workers who are unemployed and meet the requirements of Maryland's UI eligibility laws. You may file a claim for UI benefits in the first week that your employment stops or your work hours are reduced.

For assistance, more information about filing a claim, or to file a claim for UI, visit [MDunemployment.com](http://MDunemployment.com) or call a Claims Center at (410) 949-0022. Maryland Relay 711.

You will need to provide the following information in order to file a claim for UI benefits:

1. Your full legal name;
2. Your full social security number;
3. Telephone number and email address;
4. Name, date of birth and social security number of all dependents under 16;
5. Name, address, and telephone number for all employers within the last 18 months; and,
6. Employment start and end dates.

If applicable, you will need the following:

7. Your authorization to work (if you are not a U.S. Citizen);
8. Union name and local number;
9. DD-214 Member 4 if you were in the military; or,
10. Form SF-8 if you were a federal employee.

To receive unemployment insurance benefits in Maryland, you must:

- Be Unemployed - Not performing any work for wages or working less than full-time and earning less than your benefit amount;
- Be monetarily eligible - Earned at least \$1,176 in one quarter and at least \$1,800 during two quarters combined in the base period (prior 18 months);
- Be able and available to work - Ready and willing to accept work without restrictions on your time or physical ability;
- Actively seeking work - Perform your work search requirements each week (this requirement is waived during the COVID-19 pandemic state of emergency);
- File weekly claim certifications - To receive benefit payments, you MUST file a certification each week; and,
- Register to work - You must be registered with the Division of Workforce Development through the Maryland Workforce Exchange System (available at [mwejobs.maryland.gov](http://mwejobs.maryland.gov)).

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